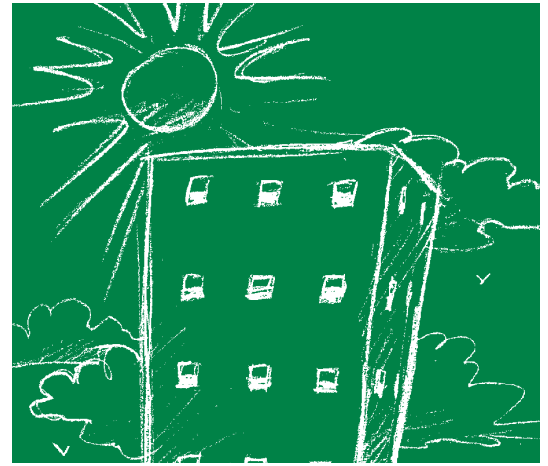


*A p p e n d i c e s*



RESOURCES,  
SAMPLE  
POLICIES, AND  
ORGANIZATIONS  
WITH SMOKEFREE  
WORKPLACES



## Appendix A. Resources

This appendix provides information on some of the resources available for use in worksites. The sources of materials are listed rather than all of the available materials. Materials change frequently and there are too many available to adequately catalog them here; the sources, however, remain fairly constant. Included here are non-profit and governmental providers that have developed excellent materials and programs at low or no cost.

These sources can provide information to help you develop your policy (such as fact sheets on the risks from ETS) or smoking cessation support. Ask these sources about materials on policy and cessation at the same time.

Start your search with local and state health departments. Many states have active tobacco control initiatives, and they may have materials and resources that are specifically tailored to your environment. Contact the federal Office on Smoking and Health (listed below) to get the name and number for the appropriate person in your state.

Next, contact your local voluntary health agencies (e.g., the American Cancer Society, the American Heart Association, the local Lung Association). You can find their numbers in the telephone book for your community.

Finally, you can request information from federal government sources.

Office on Smoking and Health  
Centers for Disease Control and Prevention  
4770 Buford Highway, NE  
Mailstop K-50  
Atlanta, GA 30341-3724  
(770) 488-5705  
INTERNET/WEBSITE: <http://www.cdc.gov/nccdphp/osh/tobacco.htm>

National Cancer Institute  
9000 Rockville Pike  
Building 31, Room 4A-18  
Bethesda, MD 20892  
(1-800) 4-CANCER

National Institute for Occupational Safety and Health  
Centers for Disease Control and Prevention  
4676 Columbia Parkway  
Cincinnati, OH 45226  
(1-800) 356-4674

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## Appendix B. Sample Policies

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The following policies were selected from those of Wellness Councils of America member companies.

### **Blue Cross/Blue Shield of Nebraska**

As a major health insurer and concerned employer, we discourage smoking because it is a serious health hazard to both smokers and nonsmokers. Smoking is only permitted in designated locations outside of our buildings. This policy includes nonbusiness hours such as weekends and evenings.

It is our policy to respect the rights of both smokers and nonsmokers in company buildings and facilities.

### **Columbia Natural Resources, Inc., West Virginia**

Policy Title: Smoking Policy

It is the policy of this Company to provide a working environment free of passive smoke and to encourage a smokefree workplace.

Procedure Title: Smoking Policy

Procedure

In addition to the areas covered by Safety Policies and to meet the concerns of employees regarding the hazards of smoking and exposure to smoke and to maintain a safe and healthy environment in which to work, smoking will not be permitted in any building areas occupied by CNR/CGC employees. Where CNR/CGC share building space with other companies or other tenants, employees shall not be permitted to go to those areas to smoke. Smoking will be prohibited in all company vehicles, except where all occupants of the vehicle are smokers. It is the responsibility of each employee to ensure that his/her visitor(s) comply with all provisions of this policy. Any exception to this policy will require the written authorization from the CEO.

Summary

All questions relating to this policy should be directed to the Director-Human Resources.

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## The Principal Financial Group, Iowa

Policy effective April 1, 1987, smoking was prohibited in the facilities of The Principal Corporate Center

1. The ban includes all office buildings in the Corporate Center complex, Mason City, Grand Island, Waterloo, and those departments of the Corporate Center which are located in space leased in Des Moines by the company.
2. Skywalks and tunnels that connect the Corporate Center buildings are off limits to smoking.
3. Because of their open air design and the brief time people must use them smoking will be allowed in the parking garages. Smoking will not be allowed in the elevators.
4. This ban applies to all persons who are in our buildings, whether or not they are employees of the company. This also includes all contracted service employees.
5. The no smoking policy applies to all office employees and outside business guests who may be visiting the building. An exception may be made on a rare occasion to avoid antagonizing an important customer.
6. Company policy doesn't allow for scheduled breaks. So employees are not allowed to leave the facilities to smoke during working hours.

### Administering the Policy

It is very important to be consistent in administering this policy. Violations are treated like any performance problem. If an employee doesn't abide by the policy, first issue a written warning. On the second offense, place the employee on formal, open-end probation (that is, next incident). A third offense results in the employee's termination.

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## Vistakon, Florida

### Purpose of Policy

It is the philosophy of Vistakon to provide its employees with a work environment that offers the opportunity and resources to optimize their personal health and well-being. In accordance with this philosophy and the convincing evidence of the negative effects of sidestream (passive) smoke, it is Vistakon's intent that all facilities maintain a Smoke-Free environment.

### Extent of Policy

The no-smoking policy will apply to all physical facilities owned or leased by Vistakon and located within the domestic U.S., including office buildings, research laboratories, manufacturing plants and distribution centers. Also included under this policy are all company-owned/leased vehicles.

Smoking is permitted on company grounds provided that it occurs beyond 50 feet of any building entrance or in the "external designated smoking" areas. Employees who choose to smoke within the permitted areas must do so on their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity. Each employee is expected to abide by the terms of the Smoke-Free Workplace Policy.

### Implementation

Vistakon Live for Life [their in-house health promotion/disease prevention program] will provide, upon request, appropriate smoking cessation resources to interested employees.

### Supervisory Responsibility

Management and supervisory staff will be responsible for ongoing compliance with the Smoke-Free Workplace Policy within their work areas. They are expected to adhere to standard practices in resolving issues of nonconformance (in addressing employee complaints) and maintaining expected levels of productivity within their work groups. Policy violation will result in disciplinary action.

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## Appendix C.

### Organizations with Smokefree Workplaces

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AT&T  
Bell Atlantic  
Boeing Electronics and Boeing Computer service, all offices  
Bristol-Myers Squibb, nationwide  
Calgon, worldwide (includes a property-wide ban)  
COMSAT, Washington, DC (includes a property-wide ban)  
Continental Airlines  
Dunkin' Donuts  
Federal Express Corp., nationwide  
Hoffman-LaRoche  
IBM, nationwide  
Johnson & Johnson, worldwide  
Levelor-Lorentzen  
Lucent Technologies  
Mayo Clinic, nationwide (includes a property-wide ban)  
McDonald's, corporate owned, all franchises are encouraged to be smokefree  
MCI  
Merck & Company  
Nordstrom, stores and offices nationwide  
Northwestern Bell (part of U.S. West)  
Pacific Northwestern Bell (part of U.S. West)  
Proctor and Gamble  
Prudential, nationwide; includes all subsidiaries  
Ralston Purina Co.  
Sara Lee  
Scott Paper Co.  
Starbucks, nationwide  
Taco Bell, nationwide  
Texas Instruments  
The Travelers  
USA Today

Source: *Smokefree Air Everywhere*, 1996, New Jersey Group Against Smoking Pollution (GASP).